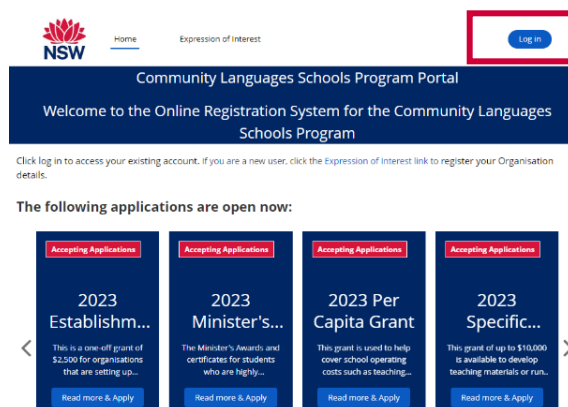


1. If it is not your first time logging in to the portal, go to the [Community Languages Schools Program portal page](#) and click **Log in**.

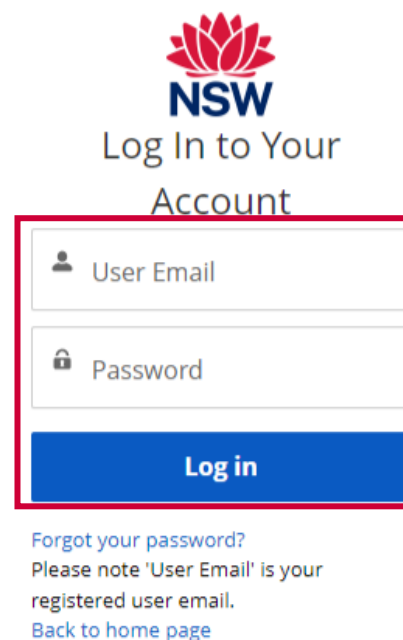


The screenshot shows the top navigation bar with 'NSW', 'Home', and 'Expression of Interest' links. A 'Log in' button is highlighted with a red box. Below the navigation bar, the page title is 'Community Languages Schools Program Portal' and the subtitle is 'Welcome to the Online Registration System for the Community Languages Schools Program'. A message states: 'Click log in to access your existing account. If you are a new user, click the Expression of Interest link to register your Organisation details.' Below this, it says 'The following applications are open now:' followed by four application cards for 2023: 'Establishment...', 'Minister's...', 'Per Capita Grant', and 'Specific...'. Each card has a 'Read more & Apply' button.

2. On the **Log In to Your Account page**, enter your **User Email** and **Password**.

Click **Log in**.

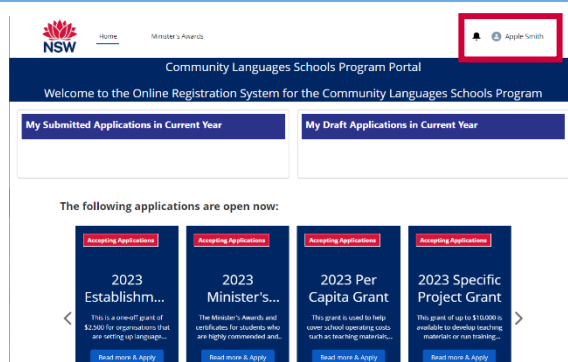
Note, the User Email is the email address of the school's licence holder.



The screenshot shows the 'Log In to Your Account' page with the NSW logo at the top. Below the title is a login form with two input fields: 'User Email' and 'Password'. A blue 'Log in' button is positioned below the fields. Below the button, there is a link for 'Forgot your password?' and a note: 'Please note 'User Email' is your registered user email.' At the bottom, there is a link for 'Back to home page'.

3. You will then be directed to the **Community Languages Schools Program portal homepage**.

Note, you can access your account details by clicking your name in the top right corner of the homepage.



The screenshot shows the homepage with the NSW logo and navigation links 'Home' and 'Minister's Awards'. A user profile icon with the name 'Apple Smith' is highlighted with a red box. Below the navigation bar, the page title is 'Community Languages Schools Program Portal' and the subtitle is 'Welcome to the Online Registration System for the Community Languages Schools Program'. There are two buttons: 'My Submitted Applications in Current Year' and 'My Draft Applications in Current Year'. Below these, it says 'The following applications are open now:' followed by four application cards for 2023: 'Establishment...', 'Minister's...', 'Per Capita Grant', and 'Specific Project Grant'. Each card has a 'Read more & Apply' button.